



ENCROACHMENT PERMIT APPLICATION

For Construction and Maintenance in the Public Right-of-Way

Approved Permit No. _____

Fee Amount _____

ATTENTION: Applications must be filled out completely in order to process the request. Attach legible drawings indicating relevant existing features including but not limited to: edge of pavement, pavement width, landscaping, sidewalk, curb and gutter, driveways, doorways, drainage pipe and structures, right-of-way width, length of excavation, proposed encroachment, centerline of road, intersecting roads, and construction schedule, etc. Additional information required based on type of request and construction impact are MUTCD compliant traffic control plans and construction staging plans.

APPLICANT: _____

WORK SITE: _____

ADDRESS: _____

START/END DATES: _____

CITY, STATE, ZIP: _____

GREENVILLE CITY BUSINESS

CONTACT

LICENSE #:

PERSON: _____

OFFICE #:

SC811 LOCATE #:

CELL #:

EMAIL ADDRESS: _____

TYPE OF ENCROACHMENT:

Road Closure/Lane Closure/
Bike Lane Closure
Parking Space (s)
Water Main – Tap/Repair

Main Installation – Gas, Water,
Sewer
Sidewalk – Install New, Tear-Out
or Re-Pour, Sidewalk Closure
Asphalt-Cut, Backfill and Patch

Sewer Main – Tap/Service Repair
Gas Service – Install/Retire
Driveway – Add/Remove
Storm Drain Work

Boring, Excavation, Bury
Cable/Conduit, Trenching or
Testing
Dumpster/pod
Other

Description of

Encroachment & Location:

By checking this box and affixing a digital signature, the undersigned hereby requests the City to permit encroachment in/on the City right-of-way as described. It is understood that the encroachment, when constructed shall be in accordance with the sketch attached hereto and made a part hereof, I (we) hereby agree to be bound by the provisions of the Ordinances, specifications and regulations of the City of Greenville including but not limited to Section 36-108 and 36-109 City of Greenville Code, or other governmental agencies governing openings in or under municipal streets and to such special conditions, restrictions, as may be imposed by the Public Works Administrator. By checking the box and affixing a digital signature the applicant agrees to indemnify, hold harmless and defend the City of Greenville from any and all actions, claims, suits, or judgments whatsoever, in connection with any loss, costs, damages or expenses including attorney's fees, resulting from injury or death of any person or persons, and loss of or damage to property caused by, resulting from, or in any way associated with the proposed work within the right-of-way above referenced and/or the closure of that street. The applicant further agrees to warrant/guarantee all work performed in City ROW for a period of 5 years from date of completion.

Applicant Name: _____

Date: _____

Applicant Signature: _____

Title: _____

Special Provisions (See Back of Application) In compliance with your request and subject to all the provisions, terms, conditions, and restrictions stated in the application, general provisions on the reserve hereof, and special provisions below or attached hereto, the Department approves the request. If work does not commence 30 days after the permit is approved, the permit shall become null and void.

City of Greenville Approval: _____

Date: _____

City of Greenville Construction Inspection - 206 S. Main St. - Greenville, SC 29601
City Hall – BASEMENT – 864-467-8890 - encroachmentpermits@greenvillesc.gov

SPECIAL PROVISIONS:

Conditions, requirements, and instructions in connection with permit to excavate, dig, construct, use, block, or install facilities within public streets or alleys. (in compliance with Section 36-108 and 36-109, City of Greenville Code).

1. Before any person or company shall use, block or do any work in, on or beneath the surface of any street, alley, sidewalk, or other public ways within the city, such person or company shall first file and obtain approval with Construction & Inspection the Application and Permit for Construction and Maintenance Operations within Public Rights-of-Way a minimum of 48 hours prior to actual construction. (Exception for bonafide emergencies only, see Code section 36-75).
2. Notification is required a minimum of 48 hours in advance of beginning work. Phone 467-8890.
3. The permit shall not be effective and work cannot proceed unless the Palmetto Utility Protection Service is notified not less than 72 hours, nor more than 10 working days prior to construction. The notification requirements is waived when it is established that the excavation work is of an emergency nature. Call PUPS 1-888-721-7877 or 1-800-922-0983.
4. Failure or neglect on the part of the applicant to carry out all work in conformance with the conditions set forth in the permit shall be grounds for revocation of the permit by the Public Works Department and/or Construction Inspection.
5. The design, installation and maintenance of control traffic plan and all signs, barricades and markings shall be compliant with Federal, State, and City guidelines. (Sec 36-107, 36-108).
6. All plans and details submitted for approval shall be in accordance with Design Specifications Manual City of Greenville, South Carolina (Available on-line, visit City website then Engineering Division page).
7. Pavement replacement shall be in accordance with approved permit detail or the City of Greenville Design Specifications Manual. (Available on line, visit City website then Engineering Division page).
8. Driveways, curb or sidewalk, shall be constructed in accordance with the City of Greenville Design Specifications Manual. (Available on line, visit City website then Engineering Division page).
9. Permittee shall make necessary arrangements for: (a) MUTCD compliant traffic control plan, detour signs, barricades and markings, (b) Notification of adjacent property owners, (c) Temporary access to properties including coordination of deliveries if access is restricted (including protective walkways if required), (d) Protection of public and private property, and (e) Contruction drawings that are compliant with submission standards.
10. Permittee shall submit all copies of this form to Construction Inspection, City Hall, P. O. Box 2207, Greenville, SC 29602.
11. Whosoever violates any provisions of this article shall be fined not more than five hundred dollars (\$500.00) or imprisoned for more than thirty (30) days. The current ticket amount is \$1,093 which includes court costs. Each violation as well as every twenty-four hour period of violation shall constitute separate offenses. (Section 36- 101, City of Greenville Code).
12. Permitted public events during the approved ROW blockage may necessitate relocation and/or removal of previously approved construction or ROW blockages. Applicants are responsible for relocating or removing as well as resetting of ROW occupations upon request. The approved permit may list these dates but under all circumstances, once a request is made to unoccupy ROW, the applicant must vacate the occupation by the date and time indicated.
13. Minimum street patching information is contained in the City's Design and Specifications Manual. Should the pavement structure be greater than the minimums required, patching must match existing thickness. If the street is a combination of concrete and asphalt overlay, each different composition and thickness must also be matched.
14. The use of steel plates must be approved with the original permit. When steel plates are approved, all plates shall be staked down (anchored to pavement) with traffic edges temporarily patched to create a smooth grade transition. All plates used in the City must be marked/identified indicating the owner of the plate and include contact information for after hours contact by emergency personnel.
15. All street cuts must be maintained with crusher run until patching occurs. They shall be checked daily to maintain the level of stone, keeping it flush with the existing street surface (smooth). Patching of street cuts must occur within 7 days of completion of the work. Failure to maintain street cuts or perform patching promptly will mean that future work permit applications may require bonding or that cuts must be patched immediately.